

July 3, 2013

Please return this entire page along with the renewal fee to the address below after answering all questions on the form. Checks should be payable to: "Indiana Professional Licensing Agency"

Funeral Renewal Form

Box #1 Indicate License Number Here:	Box #2 Indicate Your Expiration Date Here	Fee (See Fee Info Below)
Box #3 Indicate Name and Address Here	Box #4 Please Circle your answer to ALL the following questions: SINCE YOU LAST RENEWED YOUR LICENSE: (If yes to questions 1-3, please attach details of action taken) 1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending? YES NO 2. Have you been denied a license, certificate, registration, or permit in any state? YES NO 3. Since you last renewed, and except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered into a diversion agreement, been convicted of, pled guilty to, or pled nolo contendere to any offense, misdemeanor, or felony in any state? YES NO	
Box #5 Check the Status You Wish to Renew Active _____ Inactive _____	I hereby swear or affirm under the penalties of perjury that I understand and have met the continuing education requirements for licensure, if applicable, and that the information provided here is true and correct to the best of my knowledge.	
E-mail address:	Box #6 Signature of Applicant	Box #7 Date Signed
Make check payable to: Indiana Professional Licensing Agency	Mailing Address: Indiana Professional Licensing Agency 402 W. Washington St. Room W072 Indianapolis, IN 46204	

Instructions:

- Complete Box #1 through #7 and return entire form and renewal fee to the address above. (Funeral Homes do not need to complete Box #4 or #5) **PLEASE PRINT LEGIBLY.**
- Use one form for each license you are renewing

Fees: Renewal fee is \$50 if renewing on time. Renewals must be postmarked by your expiration date to be considered timely. If renewing late, see the fee information below.

- INDIVIDUALS AND FUNERAL HOMES RENEWING ONE (1) DAY TO THREE (3) YEARS PST THE EXPIRATION DATE:** \$50 renewal fee and \$50 late fee for a total of **\$100.**
- INDIVIDUALS RENEWING MORE THAN THREE (3) YEARS PST THE EXPIRATION DATE:** \$50 renewal fee and \$50 reinstatement fee for a total of **\$100.** The board will consider the application for possible remediation and additional training given the lapse of time involved.
- FUNERAL HOMES RENEWING MORE THAN THREE (3) YEARS PST THE EXPIRATION DATE:** \$50 renewal fee and \$50 reinstatement fee for a total of **\$100.** This application will be considered by the board after an inspection of the funeral home is completed.

Name Change: Include a copy of the legal proof of name change. (marriage certificate, divorce decree, social security card, or court document)

Pocket Card & Wall Licenses: The agency no longer mails pocket cards & wall licenses free of charge as a courtesy upon renewal. You will need to visit our website at www.in.gov/pla/license/htm to order a free license that you print from your computer.